

WASHINGTON DEPARTMENT OF FISH AND WILDLIFE

HUNTER EDUCATION PROGRAM INSTRUCTOR

CERTIFICATION PROCEDURES

Certification in Washington's hunter education program requires successful completion of the steps outlined below:

1. **Application for Certification**
 - a. Completed and signed by applicant
 - b. Returned **only** to the Olympia Office
2. **Background Investigation**
 - a. Background checks search for both wildlife and non-wildlife charges filed
 - b. Failure to disclose charges on application may result in immediate termination
 - c. Results of background checks are evaluated on a case-by-case basis
3. **Instructor Examination** (initial examination)
 - a. Written examination is sent to applicant for completion and returned to Olympia
 - b. A minimum passing score of 70% is required; retest are allowed once per six months
4. **Instructor Training**
 - a. Applicants **must attend** a PST training program
 - b. Applicants **must assist** in teaching at least one complete class with a certified instructor
5. **Certification**
 - a. Certification is available to instructors who successfully complete all requirements
 - b. Certification is subject to the applicants signed agreement to abide by program policy
 - c. Certification is limited to **active** instructors only

An active instructor is currently defined as one who teaches or assists in hunter education training activities at a **minimum** of once each year **and completes** the annual in-service training requirement by December 31 of the current year. Instructors who are inactive are required to return their certification cards to the Olympia office of the Department of Fish and Wildlife.

Previously "inactive" instructors seeking recertification will be evaluated by the Department of Fish and Wildlife staff on a case-by-case basis. Some may be required to complete all of the above steps, while others may be asked to complete only one or two steps. Individual waivers of the above requirements will be granted only by the state coordinator, in consultation with other Department of Fish and Wildlife hunter education staff.

It is recommended that you retain copies of **all material** sent to the Olympia office.